

McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

COMPOSITION I

ENGLISH 1301

DR. PEACHES HENRY

NOTE: This is a Second 8-week Online course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

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Course Description:

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis will be on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communication, and critical analysis.

Prerequisites and/or Corequisites:

TSI complete in Reading and Writing or the equivalent.

Course Notes and Instructor Recommendations:

None

Instructor Information:

Instructor Name: Dr. Peaches Henry

MCC E-mail: phenry@mclennan.edu **Please do not email me through Brightspace email; emails sent through that system will not reach me. Use the email noted here.**

Office Phone Number: 254-299-8948

Please use email to contact me with questions and concerns. Also, if necessary, I will be happy to schedule a Zoom meeting with you to discuss questions and concerns.

Required Text & Materials:

None

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

All English 1301 instructors will assign a research project with shared parameters that will be graded by a common rubric. The project will include both a written product and a presentation. To meet core objectives, students will accurately evaluate, compare, and integrate at least 3 secondary sources; cite sources correctly and appropriately using MLA documentation style; and work together to improve the product through shared data collection, peer review, and self and team-member analysis.

Course Objectives and/or Competencies:

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

- **Critical Thinking (CT)** -- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

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- **Communications Skill (COM)** -- to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Teamwork (TW)** -- to include the ability to consider different pts. of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility (PR)** -- to include the ability to connect choices, actions and consequences to ethical decision-making

Course Outline or Schedule:

Note regarding **writing** assignments: All **writing** assignments are uploaded in Brightspace and should be accessed through Brightspace. All writing assignments should be uploaded as Word attachments via Brightspace unless otherwise noted. **Please note that Brightspace will not open .pages files (from Apple computers). Documents submitted in .pages format will be considered late. Also, documents submitted as Goggle Docs must be accompanied by permission for the professor to access them. Google Doc submitted without permission to access them will be considered late.** If Brightspace is down, you should email your work by the due date & time to phenry@mclennan.edu. **If you can email me that Brightspace is down, you can email me your assignment.**

Note regarding changes to syllabus: This schedule, assignments, and points available are subject to change. Students will be notified by any of the following methods: Zoom announcement, Brightspace announcement, and email on the MCC system. You must activate and use your MCC email account in order to receive emails about possible changes. I will send emails to **only** your MCC email (not to other email accounts you might have); therefore, check your MCC email **daily**. **Also, check the Brightspace Announcement link daily.**

Course Outline or Schedule:

Before you do anything else, familiarize yourself with this course.

- **Log in to Brightspace.**
- **Read all the Announcements. I will convey important updates via Announcements. Failure to read Announcements each day could result in your missing important course information. You will be held responsible for knowing information provided in Announcements.**
- **Go to the Content link and review all links provided there.**
- **Read all the information provided under the Resources for Students link and the Course Orientation link.**
- **You should come back to this information frequently, because this is where you will find help with Brightspace, MCC email logins, technology, the food pantry, COVID-19 information, the MCC Foundation, registration, financial aid, etc.**

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Unit 1: The Paragraph

- Mar. 15: **Assignment in Brightspace:** Elements of the Paragraph (**Worth 5 points**)
Assignment in Brightspace: Writing Effective DUCT Paragraphs (**Worth 5 points**)

Unit 2: The Educational Journey Essay

- Mar. 17: Read the written instructions and watch the video of the instructions for the Educational Journey Essay
Assignment in Brightspace: Read the excerpt from Frederick Douglass' *Narrative of the Life of Frederick Douglass* and post to the Discussion Board in Brightspace. (**Worth 5 pts.**)
- Mar. 19: **Assignment in Brightspace:** Personal Educational Journey Thesis Statement (**Worth 5 pts.**)
- Mar. 21: **Assignment in Brightspace:** Narrative Methods (**Worth 5 points**)
Assignment in Brightspace: Paragraph using Narrative Methods (**Worth 5 points**)
- Mar. 24: **Assignment in Brightspace:** Educational Journey Essay due as a Word document via Brightspace by Wednesday, March 24 by 11PM (**Worth 225 points**)

Unit 3: The Profile Essay

- Mar. 27: Read the written instructions and watch the video of the instructions for the Profile Essay
Assignment in Brightspace: Identify your subject and list your reasons for selecting your subject. (**Worth 5 pts.**)
- Mar. 29: Submit these assignments separately. **Assignment in Brightspace:** Introduction (**Worth 5 pts.**) & Thesis (**Worth 5 pts.**)
- April. 1: **Assignment in Brightspace:** Body Paragraph (**Worth 5 pts.**)
- April 5: **Assignment in Brightspace:** Profile Essay due as a Word document via Brightspace by Monday, April 5 by 11PM (**Worth 225 pts.**)

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Unit 4: Information Essay

- April 8: Read the written instructions and watch the video of the instructions for the Information Essay.
Assignment in Brightspace: Select a topic for your information essay and submit it in Brightspace. **(Worth 5 pts.)**
- April 10: Familiarize yourself with the topic you have chosen.
Assignment in Brightspace: Submit notes on the key issues and key terms of your topic. **(Worth 5 pts.)**
- April 12: Begin researching your topic
Assignments in Brightspace: Submit a list of your sources including one that will give you a general sense of your topic, one that will help you discuss the key features of your topic, and one that will provide definitions of the key terms associated with your topic. **(Worth 5 pts.)**
- April 15: Submit these assignments separately. **Assignment in Brightspace:** Introduction **(Worth 5 pts.)** & Thesis **(Worth 5 pts.)**
- April 18: **Assignment in Brightspace: Information Essay due as a Word document via Brightspace by Sunday, April 18 by 11PM (Worth 225 pts.)**

Unit 5: The Review Essay

- April 21: Read the written instructions and watch the video of the instructions for the Review Essay
Submit these assignments separately. **Assignment in Brightspace:** Thesis **(Worth 5 pts.)** and Recap **(Worth 5 pts.)**
- April 25: Listen to my lecture on criteria.
Assignment in Brightspace: Criteria Paragraph **(Worth 5 pts.)**
- April 28: Developing your review
Assignment in Brightspace: Review Paragraph **(Worth 5 pts.)**
- May 4: **Final Exam: Review Essay due as a Word document via Brightspace link by Tuesday, May 4 by 9AM (Worth 225 pts.)**
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Course Grading Information:

Requirements and Pts.

Homework	100
Personal Essay	225
Profile Essay	225
Information Essay	225
Review Essay	225

1000

Course Grading Scale

A = 900-1000 pts.

B = 800-899 pts.

C = 700-799 pts.

D = 600-699 pts.

F = 599 pts. and below

Due Dates and Deadlines: Though our class is an online class that does not have scheduled meeting dates and times, students should understand that there are due dates and deadlines for submission of assignments, discussion boards, quizzes, exams, and essays. When you access these materials in Brightspace, you will find due dates and deadlines posted with them. Please make note of and adhere to due dates and deadlines.

Attendance, Late Work, and Special Circumstances Policies:

Attendance: The college requires that attendance be taken. For online courses, attendance will be taken based on submission of assignments. That is, you will be considered present when you submit assignments for the week.

Late assignments will not be accepted and therefore will not earn points. If you fail to turn in assignments by the due date and time, you will not earn the points for them.

Special Circumstances: Assignments may be made up in the case of illness, emergencies, or other special circumstances. Proof of emergencies is required to make up work (doctor's note, coach's email, funeral program, etc).

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain online decorum that includes respect for other students and the instructor, prompt and regular submissions, and an attitude that seeks to take full advantage of the education opportunity.

*** [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)**

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

*** [Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. For the purposes of an online course, attendance will be determined by regular on-time submission of assignments. Your instructor may have guidelines specific to this course.



ACADEMIC RESOURCES/POLICIES

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)
(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails.

Forwarding Emails:

You may forward the emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may become lost or placed in junk or spam filters.

Accommodations/ADA Statement

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

* [Click Here for more information about Title IX](http://www.mclennan.edu/titleix)
(www.mclennan.edu/titleix)

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at

titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Equity & Inclusion/Title IX) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

** You will need to access each link separately through your web browser (for example Mozilla Firefox, Chrome, Microsoft Edge, or Safari) to print each link's information.*